



COMDTNOTE 1754

MAR 21 1997

COMMANDANT NOTICE 1754

CANCELLED: MAR 20 1998

Subj: CH-1 TO COMDTINST M1754.15 (CHILD DEVELOPMENT SERVICES MANUAL)

1. PURPOSE. This Notice publishes changes to Chapters 4 and 5 in the Coast Guard Child Development Services Manual. This Notice applies to all commands with responsibilities for child development services programs. Intended users of this change are Child Development Center Directors, Family Child Care Coordinators, and Dependent Resource Coordinators.
2. ACTION. Area and District Commanders; Commanders of Maintenance and Logistics Commands; Commanding Officers of Headquarters units; Assistant Commandants for Directorates, Chief Counsel, and Special Staff Offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. The articles or paragraphs this change modifies or adds are in chapters 4 and 5. The change clarifies policy affecting the use of appropriated funds in center-based and in-home child care programs.
4. PROCEDURES. Insert and remove the following pages:

Remove

Chapter 4, Page 4-7  
Chapter 5, Page 5-15

Insert

Page 4-7 through 4-10  
Pages 5-15 through 5-18  
Enclosure 21  
Enclosure 22  
Enclosure 23

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1			1						
B		8	20*	1	4	2	2	4	2	2	1	2	1	4	1	1		4	1	2	1	1	2	1	1	1
C	2	1	1	2	1	1	1	1	1	5	1	1	1		1		1	1	1	1	1					
D	1	1	1	1															1					1		1
E		1																		1						
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: \* 6 extra copies to MLC's

5. FORMS. The following forms may be locally reproduced:

- a. CG-5629 (3-97) Child Attendance Form
- b. CG-5630 (3-97) Invoice for Family Child Care Reimbursement



G. G. PICHE  
Rear Admiral, U. S. Coast Guard  
Director of Personnel Management

- d. Parent vacation days are not authorized. Parents need to pay to keep space for the child whether or not the child attends on a given day.
  - e. Employees, current and future hires, shall pay full price for their children based on the sliding fee scale.
  - f. Discounts for additional children in the family should not normally exceed 10 percent. Centers with special conditions, such as geographic location, that would lose business because of this restriction, have the authority to implement a higher discount. Please note this fact on your monthly financial report if applicable.
  - g. Consider charging an annual registration or materials fee.
2. Remember, the test of a fee structure is whether it produces revenue required while keeping cost to individual families reasonable.

#### G. Financial Reports.

- 1. The reporting system must support the level of detail needed for those who receive reports. The director needs to focus on knowing what information is necessary. Weekly information on enrollment, attendance, and waiting lists is needed for planning. Prepare formal cash reports weekly. Deposit cash/checks over \$200 daily. Directors should review actual revenues and expenses monthly for consistency with the annual budget and ensure that the use of appropriated funding does not exceed the total amount the command estimates will be received as fees for child development services. Submit Form CG-5484E, enclosure (5), quarterly to Commandant (G-WPW-2) by the 15<sup>th</sup> of the following month.
- 2. The center director, supervisor, and the command should require monthly reports from accounting personnel that summarize the center's financial status including:
  - a. Current financial status, including current income and expenses.
  - b. Comparison of the budget to actual performance.
  - c. Obligations, payables, and summary of available funds.
  - d. Attention to any potential problems.
  - e. Balance sheet.
  - f. Comparison of appropriated funds used to fees received for child development services. This report must compare the total nonappropriated fund income to the total appropriated expenses using the actual/accrued amounts from enclosure (5)

3. The MWR and/or CGES staff and the center director should review and approve financial reports monthly.
4. Guidelines for directors in utilizing monthly financial reports.
  - a. Ask questions if reports are not absolutely clear.
  - b. If necessary information is lacking, request what is needed. Describe or define it clearly.
  - c. Circulate copies of reports to all who need the information contained.
  - d. Irregularities should be reported to, and discussed with accounting personnel. Unresolved discrepancies should be reported through the proper chain of command.

#### H. Funding.

1. The Coast Guard FY96 Authorization Bill more clearly defines the use of appropriated and nonappropriated funds for child development services programs including the expanded use of appropriated funds to increase the affordability of child development services.
2. The new authorization requires that parent fees collected for the provision of child care services be used only for compensation of employees who are directly involved in providing child care.
3. If compliance with the requirement of § H.2 would result in uneconomical and inefficient use of parents fee receipts, the Commandant (G-WPW) may allow use of such fees for the purchase of consumable or disposable items for the child development center.
4. If the requirement for salaries and consumable items has been met, the parent fees may be used for other expenses of the child development center.
5. If nonappropriated funds collected as parent fees have been exhausted in meeting the requirements of § H.2, consumable materials, including paper, glue, paint, etc. may be purchased with appropriated funds. Food, when used as part of an educational lesson, may be purchased with appropriated funds.
6. Training required of all center staff (both appropriated and nonappropriated), equipment, supplies, cleaning materials, cleaning contracts, and accreditation fees may be funded with appropriated funds.
7. The use of appropriated funds for construction, operation, and maintenance (including contractual services) of child

development centers is authorized and shall be utilized to the extent allowed.

8. The use of appropriated funds for child development services may not exceed the total amount G-WPW estimates will be received by the Coast Guard in the fiscal year as fees for the provision of those services. In order to ensure that the use of appropriated funds does not exceed service fees, each Command must pay particular attention to the total nonappropriated funds fee income figures versus the total appropriated fund expenses. A waiver must be requested from G-WPW in advance of the use of appropriated funds whenever the total actual or projected appropriated fund expenses exceed the total actual or projected nonappropriated fund fee income.
9. Unit Morale Funds may be used on a case-by-case basis for specific purchases only with the approval of the Commanding Officer. However, they should not be used as a regular or recurring source of funds to offset child care costs which should be covered by user fees.

#### I. Child Care Subsidy

1. A subsidy program has been designed to increase the affordability of care for children under two years of age, for children with special needs, and for children from low income families who are members of the uniformed services or civilian employees of the Coast Guard.
2. These subsidies are funded from appropriated funds allocated for this purpose. Funds are available beginning in FY 1997. However, this subsidy program is subject to change or may be discontinued at any time based on the needs for such care, availability of staff to administer the programs, or availability of funds allocated for subsidies. The amount of the subsidy for each category is also subject to change.
3. Funds will be transferred from Commandant (G-WPW-2) to commands responsible for a child development center based on enrollment of children under two years of age, children with special needs, and children from low income families. These funds shall be used at the center to offset parent fees for eligible families by the amount of the subsidy and to eliminate the need for unit morale funds. New enrollment data shall be provided to Commandant (G-WPW-2) by 15 September each year and when parent eligibility changes.
4. Infants are defined as children less than 24 months of age. This subsidy ends when the child becomes 24 months of age. The family may then be eligible for another category of assistance such as low income.
5. Children with special needs are those with diagnosed and

professionally documented long-term physical, psychological, mental, educational, or medical disabilities. Enrollment in the Coast Guard or equivalent DoD Special Needs Programs is required for children of active duty members.

6. The U.S. Department of Agriculture income categories for the Adult Child Food Program shall be used to determine eligibility for the low income subsidy. Families whose total family income would make them eligible for free or reduced meals shall receive a subsidy.
7. Only one Coast Guard subsidy will be paid per child: the infant subsidy, special needs subsidy, or low income subsidy.
8. A parent may not simultaneously receive a subsidy for any child from any other external source such as the state or county except for payments from the U.S. Department of Agriculture Adult and Child Food Program.
9. Accurate daily child attendance records, signed by the parents when dropping off and picking up their children, shall be maintained at the center. These records will be reviewed by the director or designee for accuracy and completeness.
10. Each quarter the CDC Director shall include on the Quarterly Financial Report, CG-5484E, to Commandant (G-WPW-2) the number of days of care provided for children in the three designated categories. This data will be used to report to the Commandant on the effectiveness of the program and to monitor the appropriate use of such funds.
11. Holidays, installation closings, and child sick days are included in number of authorized days of care and shall be noted on the sign-in/out attendance sheets kept by the CDC.
12. To continue to be eligible for the subsidy the CDC must be in compliance with COMDTINST M1754.15 series and other local or headquarters requirements for Child Development Services center-based programs.
13. These subsidy funds shall be included in MWR or Work-Life audits. In addition, an internal audit of subsidy funds shall be conducted during quality assurance visits by members of Headquarters program staff.

18. All windows in rooms used by children should be covered by secured screening.
19. No alcoholic beverages shall be consumed in the home during the hours child care is provided.
20. The FCC Provider may not smoke while engaged in caregiving practices that require direct physical contact with children; e.g., feeding, diapering, dressing, rocking or holding. However, secondary environmental tobacco smoke has been identified as a carcinogen; therefore, parents shall be advised if the provider or a family member smokes.

P. Subsidy Reimbursement

1. The Coast Guard currently provides appropriated fund support to the FCC Program (i.e., DRC/FCC Coordinator/monitor administrative salaries, supplies, marketing, equipment, lending locker libraries, and training materials), but does not make direct cash payments to providers.
2. The 1996 Authorization Bill allows the Coast Guard to use appropriated funds to increase the affordability of child development services in Coast Guard-sponsored programs. These funds shall be used to supplement parent fees for infants, children with special needs, and children from low income families whose parents are members of the uniformed services or civilian employees of the Coast Guard.
3. The purpose of the subsidy is to: (1) provide an incentive for the recruitment of new providers and ensure FCC remains affordable to parents, (2) retain existing providers, and (3) increase the supply of child care.
4. The FCC Program, including the subsidy assistance, is a viable alternative for increasing the availability of child care because of the extremely low overhead cost (no capital investment) to the Coast Guard and the short amount of time needed to establish/expand the program. During a time when construction dollars are scarce, every effort must be made to develop supplemental child care services. Appropriated funds subsidies can help reduce the turnover and indirect costs of provider training, screening, and home inspection, as well as maintain user fees at an affordable level.
5. Subsidies will be authorized in three categories:  
(1) Infant care, (2) children with special needs, and

(3) children from low income families.

6. Subsidies for FY97 shall be \$5 per day for infants, special needs children, and for families eligible for free meals. Children eligible for reduced lunches will be provided a \$4 per day subsidy. The U. S. Department of Agriculture Adult and Child Food Program income categories shall be used to determine eligibility. The amount of the subsidy is subject to change each fiscal year due to the availability of funds.
7. The subsidy program is subject to change or may be discontinued at any time based on the need for such care and availability of funds allocated for subsidies. The funds allocated for each Integrated Support Command will be retained by Headquarters for reimbursement of individual providers through the Finance Center.
8. In order to qualify for the subsidy the family member must be a Coast Guard provisional or certified provider living in leased/owned quarters.
9. If an FCC Provider elects to participate in the subsidy program, the provider agrees to reduce the fees charged to the parents by the amount of the subsidy.
10. Only one Coast Guard subsidy will be paid per child: the infant subsidy, special needs subsidy, or low income subsidy. A parent may not simultaneously receive a subsidy from any other external source such as the state or county, except for payments from the U. S. Department of Agriculture Adult and Child Food Program.
11. An internal audit will be conducted by Headquarters Staff during quality assurance visits. An external audit will be conducted every three years. This may be a part of the Work-Life audit.

Q. Process for FCC Providers Claiming Reimbursement

1. FCC Providers sign the Family Child Care Provider/Program Agreement in Enclosure (21) and return it to the DRC/FCC Coordinator. This Agreement is between the Commanding Officer of each Integrated Support Command and the providers.
2. DRC/FCC Coordinator puts the above signed agreement in provider's file.



3. DRC/FCC Coordinator supplies the invoice form, attendance sheet and income guidelines for USDA free or reduced meals to FCC Provider. (See enclosure (23).)
4. FCC Provider informs parents of the program and determines who is eligible for reduction in fees based on criteria in the signed agreement for eligibility for infants, children with special needs or children from low income families. Income shall be verified by examining a copy of the member's income tax return, current LES, and/or pay stub. Total family income includes wages, salaries, tips, long-term disability allowances or the in-kind equivalent of all adult family members. Geographic cost of living allowance (COLA) and variable housing allowance (VHA) are not included.
5. FCC Provider establishes parent eligibility and executes agreement with eligible parents (parent and sponsor signatures required). Forward copy of agreement and eligibility documentation to DRC/FCC Coordinator. (See enclosure (22).)
6. FCC Provider uses standard attendance sheet for parents to sign children in and out of the FCC home. (See enclosure (23).)
7. At the end of each month the FCC Provider and parent certify the child's attendance sheet. The attendance sheets and related Invoice for Family Child Care Reimbursement are forwarded to the DRC/FCC Coordinator by the fifth of the month.
8. The DRC/FCC Coordinator (or a designee if not available) reviews the invoice and supporting attendance documents and certifies the correctness of the invoice and submits it to the Work-Life Supervisor. The Work-Life Supervisor reviews the claim, approves for payment, and mails the claim to the Finance Center by the tenth of the month.
9. During the month following payment, the DRC/FCC Coordinator will provide randomly selected parents/sponsors with a copy of the prior months attendance record for confirmation purposes. Copies of returned confirmation will be retained in the FCC provider's file. Any identified discrepancies/problems will be researched/resolved.
10. The DRC/FCC Coordinator will monitor the validity of the program utilizing the confirmation process identified in paragraph Q. and the periodic review of the FCC Providers' files. The FCC Providers' files should contain the following documentation:

- a. Copy of FCC Provider's Agreement with parent/sponsor and basis for determining the child's eligibility for participation;
  - b. Copies of changes in eligibility (e.g. child turns two years during period, parent/sponsor exceeds income threshold during period, etc.);
  - c. Copy of FCC Provider/Program Agreement;
  - d. Copies of monthly attendance sheets and related invoices; and
  - e. Copies of receipts for backup payments.
11. To determine annual eligibility for children in care the DRC/FCC Coordinator must provide enrollment information for each child to Commandant (G-WPW-2) by 15 September and when parent eligibility changes.

DEPARTMENT OF TRANSPORTATION

U.S. COAST GUARD

FAMILY CHILD CARE (FCC) PROVIDER/PROGRAM AGREEMENT

\*\*\*\*\*  
DATA REQUIRED BY THE PRIVACY ACT OF 1974

*In accordance with section 552a(e)(3) of Title 5, United States Code, the following information is provided to you when supplying personal information to the Coast Guard in conjunction with child care services.*

**AUTHORITY** which authorized the solicitation of the information: Section 92(i) and 632 of Title 14, U.S. Code.

**PRINCIPAL PURPOSE** for which information is intended to be used: to determine eligibility for Coast Guard child care subsidy.

**ROUTINE USES** which authorize disclosure of this information external to the Coast Guard: disclosure to child care providers, and see Prefatory Statement of General Routine Uses. Earning and tax information may be disclosed to government agencies.

**DISCLOSURE** of this information is voluntary; however, failure to provide the information may result in the inability to receive a subsidy.

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1. As a provisionally or fully certified FCC provider, I understand that I am eligible to receive a subsidy for providing full-day regularly scheduled care for infants and/or children with special needs in my FCC home. I understand that to be eligible for the subsidy children must have a parent who is an active duty Coast Guard or DoD military member or a civilian employee of the Coast Guard.

2. I understand that the subsidy program is designed to increase the availability and affordability of care for children under two years of age and those with documented special needs within the Coast Guard Child Development Services (CDS) system. Subsidies are funded from appropriated funds allocated for this purpose. Therefore, this subsidy program is subject to change or may be discontinued at any time based on the needs for such care, availability of staff to administer the programs, or availability of funds allocated for subsidies.

3. I understand that to continue to be eligible for the subsidy I must be in compliance with COMDTINST M1754.15 (series) and other local or headquarters requirements for care of infants and/or children with special needs.

4. I understand that the Dependent Resource Coordinator (DRC) or

Family Child Care Coordinator (FCCC) may limit the number of children I may care for and the extent of my participation in the FCC subsidy program.

5. I understand that I will receive a subsidy payment of \$\_\_\_\_\_ per day for each day an infant or special needs child is enrolled for regularly scheduled care. I must reduce the fee charged to the parent by the amount of this subsidy.

6. Infants are defined as children less than 24 months of age. The infant subsidy terminates when a child turns 24 months of age. Special needs children are those with diagnosed and professionally documented long-term physical, psychological, mental, educational, or medical disabilities. Enrollment in the Coast Guard or equivalent DoD Special Needs Program is required for children of active duty members.

7. I understand subsidies are authorized when there are installation closings, federal holidays, parent/child vacation days, and child sick days if parents are charged for these days. All these situations must be annotated on my sign-in/out sheet and signed by the parent or designee.

8. I understand that I am authorized subsidies when I close my FCC home for personal reasons such as vacation or illness IF I secure backup care for the children and I compensate the backup provider directly. If I claim these days I must provide a copy of the receipt from the backup provider showing that I paid the provider.

9. I understand that I will not receive subsidy for my own children; however, all of my own children under 8 years of age count in my provider:child ratio.

10. I understand that I may not at the same time receive a subsidy for a child from any other external source such as the state or county, except for payments from the U.S. Department of Agriculture Adult and Child Food Program. Only one Coast Guard subsidy will be paid per child: the infant subsidy, special needs subsidy, or the low income subsidy.

11. I understand that I must maintain accurate daily child attendance records that parents sign when dropping off and picking up their children. I am responsible to review these records for accuracy and completeness.

12. I understand that I must submit to the DRC the following, postmarked by the fifth of each month:

- (a) Daily Attendance Form for the previous month;
- (b) Invoice for Payment; and

- (c) Copy of receipt for payment to backup provider if appropriate.

If my submissions are late, incomplete, or inaccurate, I may not be reimbursed for that month.

13. I understand that signing this application or receiving this subsidy does not make me an employee of the United States Government, nor does it constitute a contract with the U.S. Government or the Work-Life Staff of the U.S. Coast Guard.

14. I understand that the DRC will process my request for subsidy payment voucher and will forward it through the appropriate channels. I will receive the FCC subsidy directly from the government finance office.

15. I understand that the Finance Center will report the subsidy to the Internal Revenue Service and I must report it as ordinary income.

#### CONSENT TO DISCLOSURE

By my signature below, I consent as a Family Child Care Provider to disclosure of the above information for use in connection with the child care subsidy and for the reporting of tax and earning information.

Name of Provider: \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
FCC Provider's Signature

\_\_\_\_\_  
ISC Dependent Resource  
Coordinator

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
ISC Commanding Officer's Signature

\_\_\_\_\_  
Date

DEPARTMENT OF TRANSPORTATION

U.S. COAST GUARD

FAMILY CHILD CARE (FCC) PROVIDER/PROGRAM AGREEMENT

\*\*\*\*\*

DATA REQUIRED BY THE PRIVACY ACT OF 1974

*In accordance with section 552a(e)(3) of Title 5, United States Code, the following information is provided to you when supplying personal information to the Coast Guard in conjunction with child care services.*

**AUTHORITY** which authorized the solicitation of the information:  
Section 92(i) and 632 of Title 14, U.S. Code.

**PRINCIPAL PURPOSE** for which information is intended to be used:  
to determine eligibility for Coast Guard child care subsidy.

**ROUTINE USES** which authorize disclosure of this information  
external to the Coast Guard: disclosure to child care providers,  
and see Prefatory Statement of General Routine Uses. Earning and  
tax information may be disclosed to government agencies.

**DISCLOSURE** of this information is voluntary; however, failure to  
provide the information may result in the inability to receive a  
subsidy.

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1. As a provisionally or fully certified FCC provider, I understand that I am eligible to receive a subsidy for providing full-day regularly scheduled care for children from low-income families in my FCC home.
2. I understand that the subsidy program is designed to increase the availability and affordability of care for children from families whose total family income would make them eligible for free or reduced lunches under the United States Department of Agriculture (USDA) Adult/Child Food Program. These subsidies are funded from appropriated funds allocated for this purpose. Therefore, this subsidy program is subject to change or may be discontinued at any time based on the needs for such care, availability of staff to administer the programs, or availability of funds allocated for subsidies.
3. I understand that to continue to be eligible for the subsidy I must be in compliance with COMDTINST 1754.15 (series) and other local, state, or headquarters requirements for Family Child Care (FCC) Services.
4. I understand that the Dependent Resource Coordinator (DRC) or Family Child Care Coordinator (FCCC) may limit the number of children I may care for and the extent of my participation in the FCC subsidy program.

5. I understand that I will receive a subsidy payment of \$\_\_\_\_\_ per day for each day a child from a family qualifying for free lunch is enrolled for regularly scheduled care and \$\_\_\_\_\_ per day for each child from a family qualifying for reduced lunch. The fee charged to the parent must be reduced by this amount from the rate charged others for the same care.

6. In determining eligibility for free or reduced lunch the information attached shall be used. Each year new figures provided by USDA shall be used in making determination of eligibility. Family income will be verified by the most recent income tax return or LES and/or pay stubs of parent(s). Total family income is the earned income for adult family members including wages, salaries, tips, long-term disability allowances subsistence allowances and basic quarters allowances or the in-kind equivalent. Geographic cost of living allowance (COLA) and variable housing allowance (VHA) are not included. If parents chose not to provide income information they will not be eligible for reduced fees.

7. I understand subsidies are authorized when there are installation closings, federal holidays, parent/child vacation days, and child sick days if parents are charged for these days. All these situations must be annotated on my sign-in/out sheet and signed by the parent or designee.

8. I understand that I am authorized subsidies when I close my FCC home for personal reasons such as vacation or illness IF I secure backup care for the children and I compensate the backup provider directly.

9. I understand that I will not receive subsidy for my own children; however, all of my own children under 8 years of age count in my provider:child ratio.

10. I understand that I may not at the same time receive a subsidy for any child from any other external source such as the state or county, except for payments from the Adult and Child Food Program. Only one Coast Guard subsidy will be paid per child: the infant subsidy, special needs subsidy, or the low income subsidy.

11. I understand that I must maintain accurate daily child attendance records that parents sign when dropping off and picking up their children. I am responsible to review these records for accuracy and completeness.

12. I understand that I must submit to the DRC the following, postmarked by the fifth of each month:

- (a) Daily Attendance Form;
- (b) Invoice for Payment; and

- (c) Copy of receipt for payment to backup provider, if appropriate.

If my submissions are late, incomplete, or inaccurate, I may not be reimbursed for that month.

13. I understand that signing this application or receiving this subsidy does not make me an employee of the United States Government, nor does it constitute a contract with the U.S. Government or the Work-Life Staff of the U.S. Coast Guard.

14. I understand that the DRC will process my request for subsidy payment voucher and will forward it through the appropriate channels. I will receive the FCC subsidy directly from the government finance office.

15. I understand that the Finance Center will report the subsidy to the Internal Revenue Service and I must report it as ordinary income.

#### CONSENT TO DISCLOSURE

By my signature below, I consent as a Family Child Care Provider to disclosure of the above information for use in connection with the child care subsidy and for the reporting of tax and earning information.

Name of Provider: \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
FCC Provider's Signature

\_\_\_\_\_  
ISC Dependent Resource  
Coordinator

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
ISC Commanding Officer's Signature

\_\_\_\_\_  
Date



## PRIVACY ACT STATEMENT

In accordance with section 552a(e)(3) of Title 5, United States Code, the following information is provided to you when supplying personal information to the Coast Guard in conjunction with the child care subsidy.

**AUTHORITY** which authorized the solicitation of the information: Section 92(i) and 632 of Title 14, U.S. Code.  
**PRINCIPAL PURPOSE** for which information is intended to be used: to determine eligibility for Coast Guard child care subsidies.

**ROUTINE USES** which authorize disclosure of this information external to the Coast Guard: disclosure to child care providers and see Prefatory Statement of General Routine Uses.

**DISCLOSURE** of this information is voluntary; however, failure to provide the information may result in the inability to receive a subsidy.

## FCC PROVIDER PARENT SUBSIDY AGREEMENT

SPONSOR'S DUTY PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

PROVIDER'S NAME \_\_\_\_\_ SSN \_\_\_\_\_  
(Last, First, MI)

PARENT'S NAME \_\_\_\_\_ SSN \_\_\_\_\_  
(Last, First, MI)  
\_\_\_\_\_  
(Last, First, MI) SSN \_\_\_\_\_

I am a Coast Guard provisional/certified Family Child Care Provider and I agree to participate in the Coast Guard Subsidy Reimbursement Program. I have discussed the subsidy program with the above named parents and we agree that I will offer a subsidy in the appropriate checked category:  
\_\_\_\_\_ Infants, \_\_\_\_\_ Special Needs,  
Income (Free Lunch) \_\_\_\_\_ or (Reduced Lunch) \_\_\_\_\_.

Signature of FCC Provider \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parents \_\_\_\_\_ Date \_\_\_\_\_

CONSENT TO DISCLOSURE

By signature above, I consent to disclosure of the above information for use in connection with the child care subsidy.

## PRIVACY ACT STATEMENT

In accordance with section 552a(e)(3) of Title 5, United States Code, the following information is provided to you when supplying personal information to the Coast Guard in conjunction with child care services.

**AUTHORITY** which authorized the solicitation of the information: Sections 92(i) and 632 of Title 14, U.S. Code.

**PRINCIPAL PURPOSE** for which information is intended to be used: to determine eligibility for Coast Guard child care subsidies.

**ROUTINE USES** which authorize disclosure of this information external to the Coast Guard: disclosure to child care providers and see Prefatory Statement of General Routine Uses.

**DISCLOSURE** of this information is voluntary; however, failure to provide the information may result in the inability to receive a subsidy.

## CHILD ATTENDANCE FORM

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Work Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_

Work Phone \_\_\_\_\_

Month of \_\_\_\_\_

[illegible]

CARE FOR MONTH OF \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

CONSENT TO DISCLOSURE

I certify that the above attendance form reflects the actual attendance. By signature below, I consent to disclosure of the above information for use in connection with the child care subsidy.

\_\_\_\_\_  
Parent's Signature                      Date

\_\_\_\_\_  
Provider's Signature                      Date

The following table is provided by the U.S. Department of Agriculture and posted in the Federal Register. It is used to determine who is eligible to receive reduced rate school meals or free school meals. G-WPW is using this criteria to determine who is most eligible for financial assistance with Coast Guard provided child care. Enter the table below with the total number in the household and cross over to maximum eligible income for reduced rate or full rate. If the family monthly gross income less VHA is equal to, or less than the amounts in the table for the area they reside, the family is eligible for financial assistance. If located in Alaska or Hawaii, be sure to use the correct tables for your area.

The assistance provided will be determined based on the number of eligible candidates.

EFFECTIVE JULY 1, 1996 TO JUNE 30, 1997

HOUSEHOLD SIZE	CONUS, & CARIBBEAN		ALASKA			HAWAII	
	REDUCED	FULL	REDUCED	FULL	REDUCED	FULL	
1	1,194	839	1,490	1,047	1,374	966	
2	1,598	1,123	1,995	1,402	1,838	1,292	
3	2,002	1,407	2,501	1,758	2,302	1,618	
4	2,405	1,690	3,007	2,113	2,766	1,944	
5	2,809	1,974	3,512	2,468	3,230	2,270	
6	3,213	2,258	4,018	2,824	3,694	2,596	
7	3,617	2,542	4,524	3,179	4,158	2,922	
8	4,021	2,826	5,029	3,534	4,622	3,248	
EACH ADDL MEMBER ADD	+404	+284	+506	+356	+465	+327	

# INVOICE FOR FAMILY CHILD CARE REIMBURSEMENT

\_\_\_\_\_  
INVOICE DATE

\_\_\_\_\_  
INVOICE NUMBER

\_\_\_\_\_  
AGREEMENT NUMBER

Provider's Name

\_\_\_\_\_  
LAST                  FIRST                  MI                  SSN

Provider's Address

\_\_\_\_\_  
Street                                  City                  State                  Zip Code

I have cared for the following children from \_\_\_\_\_ to \_\_\_\_\_, and request the reimbursement subsidy listed. (See child care attendance sheet).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Child's Name	Birth Date	Days in Care Category			Rate	Amount
		Infant	Sp. Need	Low Inc		
Total Claimed						

## Statement of Certifying Officials

I certify that the information on the number, ages indicated category and hours of care for children claimed are correct and that the amount of reimbursement claimed by the FCC Provider is valid.

Signature of DRC/FCC Coordinator

Date

Signature of Work Life Supervisor

Date

Accounting Data \_\_\_\_\_

Dept. of Trans., USCG, CG-5630 (3-97)



U.S. Department  
of Transportation

**United States  
Coast Guard**

2100 Second St., S.W.  
Washington, D.C. 20593

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